

## Job Description

### Forestry Information Program Specialist- Forest and Business Analytical Services Unit

Location: Nashville Office

Salary: \$3,053- \$4,883 monthly

#### **Job Description:**

The Forestry Information Program Specialist maintains Tennessee Division of Forestry (TDF) information resources by gathering, maintaining and analyzing Division data and information and coordinates with Strategic Technology Solutions (STS) Project Manager to facilitate software, information system and GIS development. This position also arranges for or provides Division wide training and software license maintenance

#### **Specific Job Duties:**

##### **STRATEGIC, OPERATIONAL AND FISCAL PLANNING**

1. Supports the development of program strategic, annual and project work plans
2. Supports the development of program grant narratives, budgets and other associated documents
3. Keeps abreast of current and emerging technologies and provides software and information system implementation

##### **PROGRAM DEVELOPMENT AND IMPLEMENTATION**

1. Provides input and reviews strategies to enhance program effectiveness and adaptation of new technologies via STS system development and project management
2. Ensures program procedures are kept current, communicated and consistently implemented
3. Serves as a liaison between TDF and STS
4. Cultivates partnerships to enhance or broaden program delivery
5. Facilitates training on topics necessary to accelerate the adoption of information systems, GPS and GIS technologies
6. Serves on the Division's GIS development and applications team

##### **FISCAL AND OPERATIONAL ADMINISTRATION**

1. Coordinates with TDF Units to see that information systems, GPS and GIS applications are implemented effectively and efficiently throughout the Division.
2. Analyzes, summarizes and reports fiscal, administrative, operational, performance and program information
3. Supports the Division's information systems, maintains software and GIS applications

##### **Policy review and development**

1. Recommends revisions to program policies and procedures

##### **Supervision**

1. None

For Information Contact:

**S. David Todd | Assistant State Forester**

Department of Agriculture, Division of Forestry

Ellington Agricultural Center

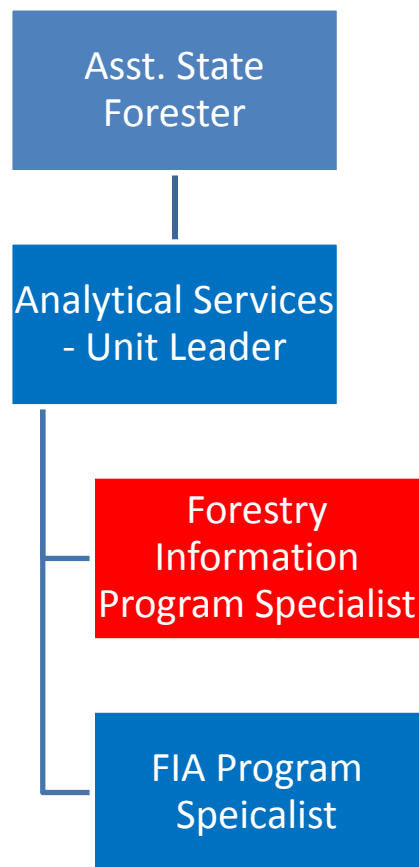
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Job Classification Description and Application information can be found on the Department of Human Resources webpage at this site: [Forestry Program Specialist Job Posting](#)

**Organization:**



## **Nashville, Tennessee**

Nashville is one of the fastest growing cities in the nation and is considered an “It” city, where people from all walks of life come to settle in. It earned its nickname “Music City” in the 1950s as the global center for the entertainment industry. It is not unusual for a headlining music star to surprise a crowd with an impromptu performance down on the famous Broadway in downtown. In addition to honky tonks and music venues, Nashville also boasts two major league sports teams, the Tennessee Titans and the Nashville Predators. If sports aren’t your thing, Nashville’s entertainment options also include a symphony orchestra, ballet and theatre companies, museums and art galleries and numerous festivals and events nearly throughout the year!

Nashville resides in the middle Tennessee region, which provides genuine Southern hospitality and an unparalleled access to Tennessee’s natural resources. Its rolling hills and fertile valleys make it the perfect location for farms and wineries where the extensive cave system and the limestone water are ideal for making whiskey and bourbon. Outdoor recreation is abundant with several lakes, streams, hiking trails and golf courses within a 10 mile radius of any location.

## **Division Background**

The Tennessee Division of Forestry (TDF) celebrated its centennial anniversary in 2014. One of the Division’s first missions was to plant trees on eroded and abandoned farm land in the western part of the state. Over the decades, TDF has grown to conserve, protect, and enhance Tennessee’s 14 million acres of forest land through forest health protection, rural and urban forest management, wildfire and prescribed fire management, water quality protection, forest business services, state forest management and conservation education. Today, TDF employs over 400 personnel statewide and is well known as the wildfire and forest health experts. The Division resides within the Tennessee Department of Agriculture whose mission is to promote wise uses of Tennessee’s agricultural and forest resources, to develop economic opportunities, and to ensure safe and dependable food, fuel, and fiber for all citizens.